

9. Any applicable geotechnical conditions recommended by the Town Geologist.
10. The height and location of the new development must be certified by a civil engineer or licensed land surveyor prior to final project inspection.
11. A final drainage plan must be submitted for review and approval by the City Engineer prior to acceptance of plans for building plan check.
12. An erosion control plan shall be submitted for review and approval by the Engineering Department prior to acceptance of plans for building plan check.
13. A grading and construction operation plan must be submitted to address truck traffic issues regarding dust, noise, and vehicular and pedestrian traffic safety on and surrounding roadways; storage of construction materials; clean-up area; placement of sanitary facilities; parking for construction vehicles; and parking for construction personnel.
14. The property owner must repair any damage caused by construction of the project to pathways, private driveways, and public and private roadways.
15. Approved numbers or addresses shall be placed on all new and existing buildings to be plainly visible and legible from the street or road fronting the property.
16. The access roadway to the property shall have the vertical clearance and the width maintained for vehicular access for fire vehicles.
17. Fire sprinklers and a fire hydrant may be required if determined necessary by the Fire Department.
18. Class A roofing is required for the new construction.

Please note that additional conditions may be added to address unique features of the property.

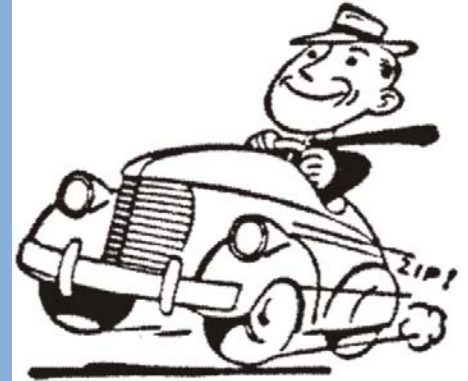
### What's the next step?

The next step is completing the conditions of approval that need to be satisfied prior to accepting plans for building plan check. Once those items are satisfied then plans may be submitted for building plan check. Generally, building plan check takes three to four weeks. This time varies depending on the scope of the project. The permit is issued once the project has made it through building plan check and your project may get under way.



# Town of Los Altos Hills

## Frequently Asked Questions about the



## FAST-TRACK REVIEW PROCESS

### Town of Los Altos Hills

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## What is "fast-track" review?

The "fast-track" review process is intended to provide an expeditious review process for projects which meet all of the Town's regulations and have little or no neighborhood opposition.

### Does my project qualify for "fast-track" review?

Projects may qualify for "fast-track" review if the Planning Director determines the following:

- a) The project conforms to the General Plan, Town Codes and policies, and/or the conditions of a subdivision, as applicable;
- b) The project does not require a variance or conditional development permit;
- c) The project does not have substantive neighborhood opposition;
- d) The applicant accepts all of the conditions of approval in writing.

Please note that the Planning Director's decision to "fast-track" or to refer a project to the Planning Commission may not be appealed.

### Why would my project be referred to the Planning Commission?

Your project will be referred to the Planning Commission if the Planning Director determines the following:

- a) That it does not conform to the General Plan, Town Codes and policies, or conditions of a subdivision, as applicable;
- b) A variance or conditional development permit is required;
- c) Substantive neighborhood issues are not resolved;
- d) The project presents unique planning issues that need greater discussion;
- e) The applicant does not accept all conditions of approval in writing.

### What are the steps involved for "fast-track" review?

The "fast-track" review process includes the following steps:

- a) An initial meeting is scheduled with the Planning and Engineering Departments;
- b) The applicant or project contact is given a checklist of submittal requirements;
- c) Once all items on the checklist are assembled, then the application may be formally submitted to the Town;
- d) Upon submittal, plans are routed to the appropriate departments for review;
- e) Story poles must be in place prior to notice being mailed;
- f) Notice is mailed to all neighbors within 500 feet, when the application is complete;
- g) Staff schedules a site development hearing to be held on Tuesday mornings;
- h) Environmental Design and Pathways Committee representatives are invited to the hearing;
- i) A staff report is prepared with project data (floor area, development area, setbacks, and height) compared to Town Code limits, and other basic information regarding the site and proposal;
- j) Planning Director conducts the hearing, and accepts oral and written testimony;
- k) Staff approval is granted if neighborhood issues are resolved and the project conforms with all applicable policies and codes;
- l) Applicant must agree in writing to conditions of approval;
- m) The project may be appealed by the applicant, a neighbor or City Council member (this must be done before the project is approved by the City Council);
- n) The project is then scheduled for the City Council Consent Calendar for final approval.

### What can I do to enhance the likelihood of a "fast-track" review?

- Become familiar with the Town's Codes and policies;
- Meet with staff to assure compliance;
- Contact neighbors and review plans with them early in the process.

### What types of conditions of approval would be placed on my project?

The Town has standard conditions of approval that generally apply to all new residences and major additions within the Town. The following list is a sample of standard conditions of approval:

1. Subsequent to final framing a landscape screening and erosion control plan must be reviewed at a Site Development Hearing. Landscaping required for screening purposes must be installed prior to final inspection.
2. A landscape maintenance deposit, equal to the cost of materials and installation for all landscaping required for screening purposes, must be posted prior to final inspection.
3. Specifications for outdoor lighting must be submitted for Planning Department approval prior to acceptance of plans for building plan check. Lighting fixtures shall generally be shielded downlights.
4. Standard swimming pool conditions require that lighting be kept to a minimum and that the pool equipment be enclosed on all four sides for noise mitigation and screening.
5. Skylights, if utilized, must be designed to reduce emitted light and no lighting shall be placed in skylight wells.
7. An Open Space Easement may be required over portions of the property that exceed a 30% slope or over creek areas, as approved by the Engineering Department.
8. Pathway in-lieu fee, dedication of a pathway